

COMPHIBGRUTHREE INSTRUCTION 5000.1A

Subj: OPERATIONAL AND ADMINISTRATIVE PROCEDURES FOR MARINES
ASSIGNED TO COMMANDER, AMPHIBIOUS GROUP THREE

1. Purpose. To establish standards operational and administrative policies and procedures for Marines attached to Commander Amphibious Group THREE (COMPHIBGRU THREE).

2. Cancellation. COMPHIBGRUTHREEINST 5000.1

3. Scope. Marines are subject to all policies and procedures set forth by COMPHIBGRU THREE when operationally assigned to amphibious force commands and ships. COMPHIBGRU THREE shall resolve conflicting operational requirements. Conflicting administrative requirements shall be resolved by Commander, Expeditionary Warfare Training Group, Pacific (EWTGPAC).

4. Information. Marines assigned throughout Amphibious Group THREE are placed within this command to facilitate the smooth transition of the Navy and Marine Corps into a solid, unique, synergistic fighting entity that forms the Navy/Marine Corps team in both peace time and war. These Marines follow a unique path in their duties as well as their operational and administrative chains of command.

5. Chain of Command

a. Operational. Marines assigned to COMPHIBGRU THREE subordinate commands will report to their immediate operational commander; intermediate commander (if appropriate); and finally to Commander Amphibious Group THREE (COMPHIBGRU THREE), on all operational matters. The operational chain of Command for all ship's company Air Operations Officers/Senior Marine, Combat Cargo Officers (CCOs) and Combat Cargo Assistants (CCAs) is through their immediate operational commander, the ships Commanding Officer then through the Commander, Amphibious Squadron (when assigned), and finally to COMPHIBGRU THREE. The Senior Marine of each command is responsible to advise the ships Commanding Officer and then through COMPHIBGRU THREE on all Marine related matters, both administrative and operational.

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b. The Senior Marine of COMPHIBGRU THREE is responsible to Commander, Amphibious Group THREE to ensure that all routine administration requirements for COMPHIBGRU THREE STAFF Marines are met. These include but not limited to initial PCS check in/check out, Performance Evaluation review and submittal, and submission of awards/recognition in addition to his N5 responsibilities.

c. The primary duty of the communications officer assigned to COMPHIBGRU THREE is Officer-in-Charge, Marine communications detachment. This officer will be assigned to the N6 and work in cooperation and coordination with the N6 ACOS. Additionally, this officer will act as the principal advisor on Marine Landing Force communications to COMPHIBGRU THREE, the Chief of Staff and the N6 ACOS.

d. Marines assigned to COMPHIBGRU THREE are expected to adhere to established Marines Corps policy and standards. Additionally, the Senior Marine of each subordinate command is further responsible to the ships Commanding Officer in ensuring that ships company Marines are in compliance with current Marine Corps policy and standards. This in no way prohibits Marines from adhering to published Command directives or orders; on the contrary, it is the duty of Marines to fully comply with all Naval directives while in the execution of their duties at COMPHIBGRU THREE. Any deviation must be approved through the operational chain of command, which will coordinate with the administrative chain of command to ensure compliance with published Marine Corps orders, directives, policy and procedures.

6. Administrative.

(1) The administrative chain of command for Marines assigned to COMPHIBGRU THREE is through Expeditionary Warfare Training Group Pacific (EWTGPAC). All routine administrative duties, to include the certification and submission of fitness reports, and not the adjudication or grading thereof will be executed through EWTGPAC.

(2) Upon assignment and prior to assumption of duties at COMPHIBGRU THREE, all Marines will report to the Senior Marine or COMPHIBGRU THREE for initial inbrief. Unless otherwise directed, for all Marines assigned to COMPHIBGRU THREE, the uniform of the day Monday through Friday is Camouflage Utilities (CAMMIES).

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(3) Fitness Reports will be submitted in accordance with MCO P1610.7_. When a Marine is assigned to a position in which the senior billet holder is a Navy Officer of the same grade, the Commanding Officer or his delegate will prepare the Marine's Fitness Report. The delegate will be senior in grade to the Marine Reported On (MRO) and in the Operation Chain of Command. Exceptions or variations to this procedure will be referred to the COMPHIBGRU THREE Senior Marine for adjudication.

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